



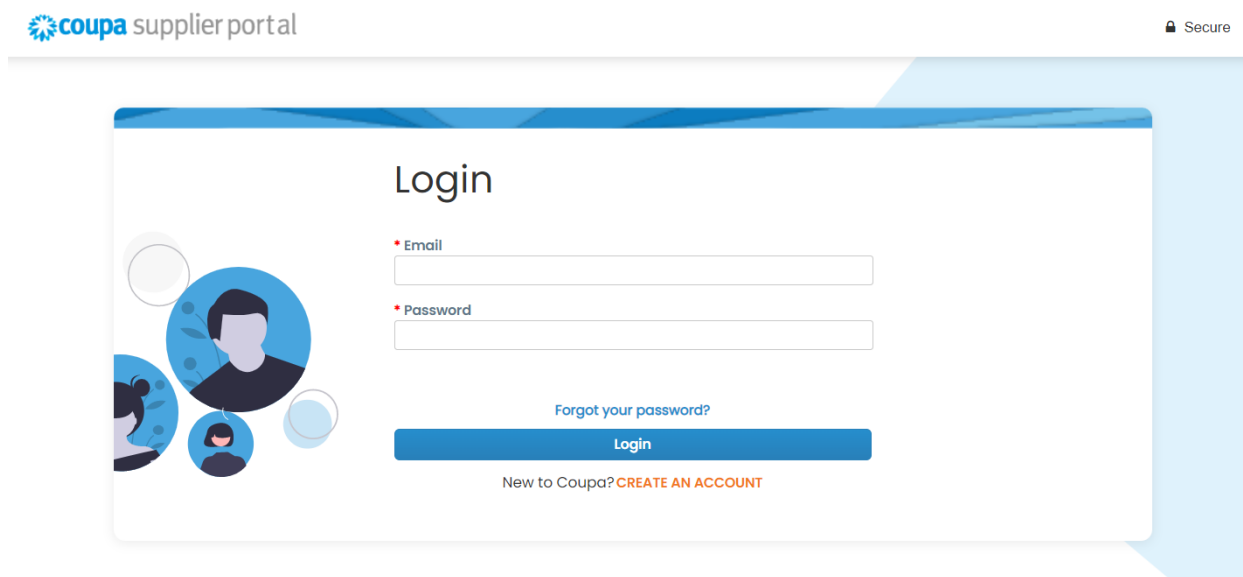
MANAGE PURCHASE ORDERS (POs)

How To Guide

How to Manage the Purchase Orders (POs) in the Coupa Supplier Platform

Each time a PO is created by Organon, the vendor will be able to see it on his Coupa account. Moreover, a notification with the PO will be automatically sent to the vendor's PO e-mail contact stored in our Master Data.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



The screenshot shows the Coupa Supplier Portal login interface. At the top left, the 'coupa supplier portal' logo is visible. At the top right, there is a 'Secure' indicator with a lock icon. The main content area is a white box with a blue header 'Login'. On the left side of the login box, there are three circular profile icons. To the right of the icons, there are two input fields: the first is labeled 'Email' and the second is labeled 'Password'. Below these fields is a link that says 'Forgot your password?'. A blue 'Login' button is positioned below the password field. At the bottom of the login box, there is a link that says 'New to Coupa? CREATE AN ACCOUNT'.

2. Select **Orders** then **Select Customer** from the drop-down list. Use the search bar to find a specific PO and click on the PO number

Select Customer

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Purchase Orders

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to

Viewtest1

9500001186

Showing results for 9500001186

PO Number	Order Date	Comments	Payment Agreements	PO ID	Status	Total	Assigned To	Actions
9500001186	1/04/23			1186	Issued	3,000.00 EGP		

3. Select the **Acknowledge** button in case it is in alignment with the purchase

Select Customer

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Purchase Order #9500001186

Order unacknowledged ✕

 General Info

 Shipping

Status Issued - Sent via Email

Order Date 01/04/23

Revision Date 01/04/23

Requester

Email

Payment Term Z506-Within 45 days from invoice date, due net

Attachments None

Acknowledged 

Assigned to

Ship-To Address New Cairo Financial Center (140)
11865 CAIRO
Egypt
Location Code: 6878
Attn:

Terms FCA

 Shipment Tracking 

No shipment tracking.

Note: *If you need to add additional funds or to inquire about a change order, contact the requestor. Their contact information will be available on the purchase order you received.*